

***NATIONAL WEATHER SERVICE INSTRUCTION 1-202
DECEMBER 30, 2003***

***Administration and Management
Delegation of Authority, NWSPD 1-2***

DELEGATION OF AUTHORITY FOR PROCUREMENT REQUISITIONS

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Delegations of Authority for Procurement Requisitions

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1. Introduction: The purpose of this directive is to establish and define delegated authority for the approval of procurement requisitions.

2. Definition: Authority to approve procurement requisitions means the approver has the authority to certify the availability of funds. The approver certifies that funds are available within his/her budget to cover the amount approved and that the items are necessary for use in the public service. This is not to be confused with a delegation of procurement authority given to Contracting Officers or purchase card holders.

3. Delegations: Delegated Authority for Procurement Requisitions for all services (including special services) management of contract services and equipment is established pursuant to the table below:

AREA OF DELEGATION	APPROVAL LEVEL	REFERENCES
Less than or equal to \$5M	Deputy Assistant Administrator for Weather Services and Chief Financial Officer/Chief Administrative Officer	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$2.5M	Director, Office of Operational Systems	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$1M	Regional Directors, Headquarters Office Directors, Program Managers, Chief Information Officer (CIO), National Center for Environmental Prediction (NCEP) Director	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$500K	Division Chiefs in the Office of the AA.	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to \$250K	Deputy Directors of Regional Headquarters, NCEP Executive Officer, Director NCEP Central Operations	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.

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Less than or equal to \$100K	Branch Chiefs and Supervisors designated in writing by name annually	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.
Less than or equal to 50K	Meteorologist in Charge, Weather Forecast Office Hydrologist in Charge, River Forecast Center NCEP Center Directors (only as redelegated in writing by Regional or NCEP Director)	Commerce Acquisition Manual; Federal Acquisition Regulation, Section 508, DAO 201-44, OMB Circular A-34.

4. Authority to Redelegate: Headquarters, NCEP, and Regional Directors have the authority to further delegate by letter to specific employees by name not covered in this standardized delegation.